

Student Affiliate Satellites

Definition: A student affiliate satellite (group) is composed of undergraduates enrolled in a regionally accredited two- or four-year institution. The satellite may carry on local study and action as part of an established branch or it may operate independently.

Ten Steps to Organizing a Student Affiliate Satellite:

1. **Choose a satellite coordinator.** Qualifications include enthusiasm for and an understanding of AAUW's work. Ask the membership vice president, EF chair, LAF liaison, and members with ties to the campus to join the team.
2. **Clarify dues and fees.** Student affiliates pay \$17.00 national fees plus, for many groups, branch and state fees. Students, who already hold an associate's or bachelor's degree, can become members. Students are often on limited budgets. You may want to waive branch dues and fees or ask branch members to sponsor students.
3. **Establish a campus contact.** Call the C/U representative, if the institution is a member. (C/U staff maintain a list of C/U institutional members and their representatives.) If not, talk with a faculty member concerned with equity issues. Discuss your interest in starting a group and ask that person to join your team.
4. **Learn the rules and regulations governing the establishment of a new campus group.** Ask the C/U rep or other appropriate campus office (perhaps student activities, student government, or dean of students).
5. **Identify interested students, faculty, and staff.** Consider women and men of diverse backgrounds and cultures. Include traditional and nontraditional students. Seek out those interested in education reform, equity issues, community involvement, reproductive freedom, civil rights, women's health, pay equity, and international affairs.
6. **Host a reception for campus women, men and branch members.** Advertise the event widely. Post fliers announcing the event in women's residences, locker rooms, women's studies departments, and student unions. Send invitations through campus email networks. Publish notices in the campus newspaper.
 - Have guests sign in at the reception table, listing names, emails, addresses, phone and fax numbers, and areas of interest.
 - Provide a brief overview of AAUW, including the Foundation, LAF, local projects, and policy work. Promote upcoming branch events and encourage involvement at any level. Highlight the benefits of AAUW membership.
 - Brainstorm ideas for working on gender equity issues on campus and in the community.
 - And remember, free food is always a draw!

7. **Hold a campus meeting.** Again, advertise the meeting widely. Send personal invitations to those who attended the reception.

- Begin to identify priorities and leaders.
- Guide but do not dictate, allowing group members to organize and carry out their plans.

8. **Work with the group to draft bylaws that meet campus and AAUW guidelines.**

9. **Obtain state AAUW approval for the satellite.** Fill out the A State Board Approval for Satellite Organization form, available from the HELPLINE.

10. **Guide students to have their group officially recognized on campus.** Groups officially recognized on campus often have access to benefits such as free space and financial support.

-- Adopted from Wisconsin AAUW's *Student Affiliate Guide*.

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